



*Enhancing Accountability*

## ADDENDUM NO. 1

**TENDER NUMBER: OAG/OT/23/2023-2024 - TENDER NAME: SUPPLY, INSTALL, CONFIGURE, SUPPORT AND MAINTAIN HUMAN RESOURCES INFORMATION SYSTEM (HRIS)**

Reference is made to the above mentioned tender which was published on the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) and on the Office of the Auditor-General's website [www.oagkenya.go.ke](http://www.oagkenya.go.ke) on 20 February 2024. We wish to make the following clarifications:

S/No.	Section in the Tender Document	Requirement/Query	Clarification						
1.	<b>Section III – Evaluation &amp; Qualification Criteria</b>	Technical Evaluation Criteria  <b>2b: Firms Qualifications and Experience Evaluation</b>	<p><b>Amended to read:</b></p> <p><b>2b: Firms Qualifications and Experience Evaluation</b></p> <table border="1"><thead><tr><th>No.</th><th>Item Description</th><th>Max. Score</th></tr></thead><tbody><tr><td>i.</td><td>Specific experience of the Tenderer  Provide contract implementation evidence with public institutions of similar magnitude and/or support services with similar functionalities which must be within the last 5 (Five) years.  Provide/attach the <b>contract /LSO/LPO</b> for each institution listed above. <b>(1 mark per contract x5=5 marks)</b></td><td>5</td></tr></tbody></table>	No.	Item Description	Max. Score	i.	Specific experience of the Tenderer  Provide contract implementation evidence with public institutions of similar magnitude and/or support services with similar functionalities which must be within the last 5 (Five) years.  Provide/attach the <b>contract /LSO/LPO</b> for each institution listed above. <b>(1 mark per contract x5=5 marks)</b>	5
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				<b>NB: Reference checks will be carried out and the references must be contactable. Non-adherence to this will nullify the reference.</b>	
		ii.		<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Procuring Entity's Requirement:</p> <p>Supply, install, configure and support and maintain Human Resources Information System (HRIS)System:</p> <p>a) Technical approach and methodology <b>(12 marks)</b></p> <p><b>Implementation methodology, support &amp; Maintenance Structure, Service Level Agreement, Documentation &amp;Reporting</b></p> <p>b) Work plan <b>(4 marks)</b>  <b>Allocated Resources, Project Scope Vs Timelines, Presentation (Gantt Charts etc.)</b></p> <p>c)Organization and staffing <b>(4 marks)</b>  <b>Establishing (Representative Organogram, Functions), Help Desk and Support Escalation), Turnover of 50 Million and above in the last 3 Years, Liquidity/Current ratio of 2:1</b></p>	<b>20</b>
		iii.		<b>KEY STAFF QUALIFICATIONS AND EXPERIENCE</b> Requirements of the Tenderer's Technical Team for the Project	<b>20</b>
				<b>TEAM LEADER</b>	

				Attach detailed Certified CV by Commissioner of oath <b>(3 marks)</b>	
				Academic Qualification (Attach certified copies of Certificates by Commissioner of oath) i)Master degree in ICT or related field. <b>(8 marks)</b> ii)Bachelor's Degree in ICT or related field. <b>(7 marks)</b>	
				<b>Professional qualification</b> (Attach certified copies of Certificates by Commissioner of oath) i)PMP Certification <b>OR</b> similar certification. <b>(2 marks)</b> ii)Other certification in the related field e.g. CISA, SQL etc. <b>(1 marks)</b> <b>Experience</b>	
				Work Experience iii)7 years' experience or more in development, implementation and support of HRIS systems <b>(4 marks)</b> . iv)5-7 years in development, implementation &support of HRIS systems. <b>(3 marks)</b> v)Below 5 years in development, implementation &support of HRIS systems. <b>(1 marks)</b> vi)Below 1 year. <b>(0 marks)</b>	
	iv.			<b>2(TWO)TECHNICAL PERSONNEL</b>	20
				Attach CV's (1x2 marks=2mark Academic Qualification-Attach copies of Certificates by Commissioner of oath. i)Degree in ICT or related field ICT/or related field (1marksx2=2	

				<p>ii)Diploma ICT or related field ICT/or related field(0.5 marksx2=1 marks)</p> <p><b>Professional qualification</b> (Attach copies of Certificates by Commissioner of oath.</p> <p>i)PMP Certification <b>OR</b> similar certification. (1marksx2=2)</p> <p>ii)Other certification in the related field e.g. CISA, SQL etc. (0.5 marksx2=1)</p>	
				<p>Work Experience</p> <p>i)5 years' experience or more in development, implementation and support of HRIS systems <b>(2 marksx2=4)</b>.</p> <p>ii)3-5 years in development, implementation &amp;support of HRIS systems. <b>(1marksx2marks=2marks)</b></p> <p>iii)Below 3 years in development, implementation &amp;support of HRIS systems. <b>(1 marks)</b></p> <p>vi)Below 1 year. <b>(0 marks)</b></p>	
	v.			<b>2(TWO)FUNCTIONAL AND SUPPORT PERSONNEL</b>	<b>20</b>
				<p>Attach CV's (1x2 marks=2mark</p> <p>Academic Qualification-Attach Attach copies of Certificates by Commissioner of oath.</p> <p>i)Degree in ICT/Finance or related field or related field (1marksx2=2 marks)</p> <p>ii)Diploma ICT/Finance or related field (0.5 marksx2=1 marks)</p> <p><b>Professional qualification</b> (Attach copies of Certificates by Commissioner of oath.)</p>	

				<p>i)PMP Certification <b>OR</b> similar certification. (1marksx2=2)  ii)Other certification in the related field e.g. CISA, SQL etc. (0.5 marksx2=1)</p> <p>Work Experience  i)5 years' experience or more in development, implementation and support of HRIS systems <b>(2 marksx2=4)</b>.  ii)3-5 years in development, implementation &amp;support of HRIS systems. <b>(1marksx2marks=2marks)</b>  iii)Below 3 years in development, implementation &amp;support of HRIS systems. <b>(1 marks)</b>  vi)Below 1 year. <b>(0 marks)</b></p>	
			V	<b>TRAINING AND KNOWLEDGE TRANSFER</b>	<b>15</b>
				i)Relevance of training program and certification of ToTs. (5 marks) ii)Training approach and methodology (5 marks) iii)Qualifications of experts and trainers (5 mark)	
				<b>TOTAL POINTS</b>	<b>100</b>
				<b>PASSMARK</b>	<b>80</b>
2.	<b>SECTION II - TENDER DATA SHEET (TDS)</b>  <b>ITT 4.1</b>	If Joint Ventures allowed in this tender	Joint Ventures not allowed in this tender		

3.	<b>SECTION 5 - SPECIFICATIONS</b>	How many years of maintenance & service support is required	<p>3 Years Billed and paid for annually.</p> <p><b>Note.</b></p> <p>The total bid price should include the total cost of the three years maintenance cost. The cost should be broken down into yearly cost</p> <p>Year 1 Maintenance -----xxx</p> <p>Year 2 Maintenance -----xxx</p> <p>Year 3 Maintenance -----<u>xxx</u></p> <p><b>Total 3-year amount-----xxx (to be included in bid price)</b></p>
4.	<b>Tender Closing/opening date</b>	Tender Closing/opening date <b>1 March 2024</b> Time <b>11 a.m.</b>	<p><b>Changed to:</b></p> <p>Closing/Opening date <b>5 March 2024</b> Time 11a.m.</p> <p>Venue is Anniversary Towers <b>9<sup>th</sup> Floor Classroom.</b></p>

All other terms and conditions remain unchanged.

**Deputy Auditor-General - Corporate Services**

**For: The Auditor-General.**

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**Office of the Auditor-General, Anniversary Towers P. O. Box 30084-00100, Nairobi, Kenya Tel: +254203214000. Website: [www.oagkenya.go.ke](http://www.oagkenya.go.ke) Email: [info@oagkenya.go.ke](mailto:info@oagkenya.go.ke)**



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